



## EXPENSE REPORT CLAIMANT COVER SHEET

This cover sheet is to record your signature certifying the claims as business expenses. It can be used instead of signing the Confirmation sheet that prints out when your expenses have been entered online.

**Name** \_\_\_\_\_ **Staff ID No** \_\_\_\_\_

**Faculty/Division** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Expense Report No EXP** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

(To be filled in by the staff member entering your reimbursements)

**Number of Receipts** \_\_\_\_\_

**Total Reimbursable Amount (AUD)** \$ \_\_\_\_\_ . \_\_\_\_

**Certified as business expenses:** (Claimant's Signature) \_\_\_\_\_

Your manager (or specified approver) will be notified requesting approval for this expense report. Upon approval, a notification will be sent to you and Accounts Payable. This expense report will be paid after it has been approved and Accounts Payable verifies the receipts.

The [Financial Delegations - Enabling Policy](#) states "Reimbursement of expenditure incurred by staff members must be approved by an authorised officer to whom they report with appropriate signing authority as provided in [Schedule 1 - Reimbursement of Expenditure Incurred by Staff](#), or higher."